

LCDC PTO Meeting Agenda
January 21, 2016

I. Business – Amanda

- A. Thank you to the chairs of the Holiday Party
- B. Last year's videos-
 - 1. 2014 Holiday Party performance- sent out
 - 2. 2015 Pre-K Graduation- will send video soon
 - 3. 2015 Holiday Party- currently available. Please send your email address to a board member by 2/12 to get a copy via large file transfer

II. Finance – Carly

- A. Account balances: Savings: \$2925.16, Checking: \$330.24
- B. Expenses from December/January include Winter Party, donation to Charity in memory of Miss Sherry's mom and a catered lunch for the teachers.
- C. Square 1 art Fundraiser revenue totaled 528.90.
- D. Awaiting revenue from Fall Pictures.
- E. Next planned expenses will not be until Teacher Appreciation week.

III. Directors Report

- A. Barricade/planter update
 - 1. See Tadpoles
 - 2. Will be removed to repair and then put back in place. Grounds will then plant evergreens in the planter.
- B. Handbook status
 - 1. per Randy Cone's email- the handbook updates and any changes will be on hold until a new director is hired
- C. Update on hiring (based on Tadpoles notes/email from Randy)
 - 1. Lots of interviews were conducted to complete the LCDC team. There will be some internal moves which include Ms. Jaleesa moving to the Shining Stars.
 - 2. Please welcome Bianca Gibbs a new teacher in the Big Dippers. She comes with a lead teacher experience at Head Start, Childtime Learning Center and holds an Early Education NK-4, State of Virginia teaching license and Masters in teaching from Hampton University.

3. The Director with support of Ms. Chelsey are responsible for the welcome desk administrative roles. A flexible/part time operations assistant will be hired to support administrative task as budgeted and approved for the CDC. The Exchange will schedule other operation assistant as needed to support the welcome desk.
4. Summer camp will bring in additional staff that will help with summer camp and other classrooms.
5. Overarching plan for the Operations Manual
 - a. Plan is to move to Virginia State licensing ratio instead of the NAEYC
 - b. New plan for the Little Dippers. They will be in the Little Dipper Room until are 16 months old in with the same class as 6 weeks.
 - c. Little Dippers class is on a eat sleep and play on demand. The class already has prescribed nap times which should meet the needs of the various needs of the children
 - d. Potential for switching Little Dippers and Big Dippers classrooms to accommodate more babies in the Little Dippers room
 - i. Plan to have a proposal that will be shared with the PTO Board
 - e. Use developmental questionnaire when a transition is proposed. This gives the ability to move children up before the age if the development questionnaire shows that the child is developmentally ready
- D. Clarification of degreed professionals duties especially when those people have classroom duties
 1. This policy was meant to make sure that all day long there are highly qualified individuals to answer questions and solve issues both at the front desk and in the classrooms.
- E. New menu- nutritionist review and transition plans
 1. Item is on the agenda for the Steering Committee Meeting
 2. There is a move try to make entire meals gluten free
 3. Parent comment-Teachers do an amazing job with children with allergies

- F. Teachers asking about attending conference- How does the PTO help with sending teachers to conferences?
 - 1. Item is on the agenda for the Steering Committee Meeting
 - 2. In the past when the PTO had a larger budget, the PTO was able to offset the cost of some teacher conference costs.

IV. Parent Comments/Questions

- A. Lifetouch Pictures- can they be ordered after they have been sent in?
 - 1. Yes. Please contact Tina Guldin and she will work with Lifetouch to get the information needed to get additional pictures. NOTE: Additional pictures will be at the online price which is higher than the packet prices.
- B. Tadpoles- It was noticed by a parent that if a child is sent home early due to illness, if the teacher marks the child ABSENT then all the information for the day gets removed.
 - a. LCDC is working to get additional training on Tadpoles for the admin and teachers

V. Important Upcoming Dates

2/14- Valentine's Day
2/15- President's Day- LCDC Closed

VI. General reminders

- A. LCDC is on the web and on Facebook
- B. LCDC has a shared calendar -LaRC-CAL-LCDC-Events. (POC- Sherry Johnson)
- C. Parents Concerns options:
 - a. Ms. Jones would love to encourage families who may have concerns to come directly to her so that you can work together to address them
 - b. The PTO Parent Concerns form is still available and can be found at <http://tinyurl.com/o5x7no5>. This is an anonymous way to communicate concerns to the PTO board and are addressed at the PTO meetings.
 - c. We can also be reached at any of our NASA email addresses (Amanda.M.Cutright@NASA.gov, David.M.Reeves@NASA.gov,

Christina.M.Guldin@NASA.gov, and
Carly.A.Bosco@NASA.gov) or at lcdcpto@gmail.com

- D. Please remember to collect and bring in your Box Tops, Labels for Education and use your Farm Fresh 123-4 and Harris Teeter key tag. The drop-off location is outside the Big Dippers room. Contact Bethany Schiller with any questions.
 - 1. The Harris Teeter school code is 3594.
- E. Scholastic Book Sale information -shop online:
scholastic.com/readingclub, One-Time Class Activation Code: NFMHD

VII. Closing Remarks – Amanda

- A. The next PTO Meeting will be **Thursday, February 18, 2016**, at **12:00pm**. We will meet in the 2102 room 115.
- B. USA Toll Free #: 1-844-467-6272
- C. Participant Passcode: #: 630134